
MONTANA TRANSPORTATION COMMISSION POLICY STATEMENT

Adopted by the Montana Transportation Commission
during regular session on 10-12-95
Policy Number 02

Pre-Bid Conference

Purpose

The following is intended to establish when the Department will hold pre-bid conferences and if they are held, the procedure that will be followed.

Definition

Pre-bid Conference – A conference held by the Montana Department of Transportation prior to the opening of bids for a project in which the prospective bidders and Department officials discuss unique or unusual features on the project.

Background

The Department has in the past, on selected projects, held pre-bid conferences. There have been no guidelines or procedures for pre-bid conferences and as such the Department has been inconsistent in selecting projects to have a pre-bid conference and the format of the conference when it is held. The guidelines established herein will outline when a pre-bid conference is required and policy and procedure for holding a pre-bid conference when one is warranted.

Guidelines

A pre-bid conference is required under the following circumstances:

1) The project contains unique or unusual features. 2) Any other project where a pre-bid conference would be beneficial.

Policy

In the even a pre-bid conference is held the following departmental policy shall apply:

1) Attendance will be mandatory for all bidders. Each bidder shall have in attendance at the pre-bid conference at least one full time permanent employee of their company.

2) Representatives by proxy, such a subcontractors or consultants will not be allowed.

